

CHECKLIST FOR PRELIMINARY SUBDIVISION SUBMISSION

In order for the Planning Board Office to receipt your application for approval you must submit the following items. Any omission pends receipt until all items are received.

- _____ The Preliminary Plan Mylar
- _____ Twelve (12) complete copies of the plan. Eight (8) reduced size with lot layouts and grading only. **All sets shall be assembled, stapled and folded.**
- _____ The original and one copy of the application (Form B-1).
- _____ Certified Abutters List of all property owners within 300 feet.
- _____ Aerial photographs of the site and adjacent area.
- _____ Do the plans meet the content requirements spelled out under Sections 4. D (1) through 4.D (13) of the Rules and Regulations.
- _____ Fee as required by the Fee Schedule available in the Planning Board Office.
- _____ Is there a locus plan at a scale of 1 inch to 800 feet on the plan?
- _____ Proof of Ownership or equivalent.
- _____ Plan shall be designed without the assumption that waivers will be granted, although a listing of waivers you anticipate requesting should be included with the submittal.
- _____ If you are applying for approval of a Preliminary Plan in order to determine the number of lots for a Residential Cluster type development, plans shall show the location of all wetlands as defined by the Wetlands Protection Act.

